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Contracting

**GOVERNMENT PURCHASE CARD (GPC)
REQUEST FORM PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 90 CONS/LGCP (Mrs Sheree G. Fowler) Certified by: 90 CONS/CC (Lt Col Gary L. Deaton)
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This instruction outlines procedures for completing 90 SW Form 43, **Government Purchase Card Request**, and applies to all 90th Space Wing and subordinate units assigned, attached, or supported by Francis E Warren Air Force Base. GPC cardholders are required to use this prescribed form to document micro-purchase transactions under \$2,500 and purchases over \$2,500, but less than \$25,000 on pre-priced contracts. Transactions will consist of the acquisition of commodities, services, and repairs. Purchases from pre-priced contracts require that cardholders must review prices on at least three contracts/agreements and select the best value item for their requirements. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act information. Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, DoD *Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only information. In accordance with AFI 33-360, V1, 90 SW Sup 1, paragraph 1.10.1.2., the 90 SW/CC designates 90 MSG/CC approval authority official for this publication. The signature block remains that of the 90th Space Wing Commander.

SUMMARY OF REVISIONS

This publication is revised to change the name of International Merchant Purchase Authorization Card to Government Purchase Card throughout the publication. To the purpose statement it adds after the amount "\$2,500" the statement, "and purchases over \$2,500, but less than \$25,000 on pre-priced contracts" and adds, "Purchases from pre-priced contracts require that cardholders must review prices on at least three contracts/agreements and select the best value item for their requirements." Other changes include the change of statement "Coordination required before issuance of control number" to "Coordination required before making purchase or issuance of control number" (paragraph 1.7.1.), and adds "if used" to paragraph 1.8. A bar (|) indicates new or revised material from the previous edition.

1. Instructions. The following guidance is provided to complete the form:

- 1.1. Type or print in pen.
- 1.2. Blocks 1-8. Self-explanatory.
- 1.3. Blocks 9-10. Completed by approving official; if absent, the Commander or Resource Advisor.
- 1.4. Block 11. Describe the item requested (nomenclature, size, color, manufacturer and part number, quantity, and so forth).
- 1.5. Blocks 12-15. Self-explanatory.
- 1.6. Block 16. Annotate any actions, delays or problems that relate to the request.
- 1.7. Block 17a. Describe the item requested (equipment, photo, hazardous, communications, and so forth).
 - 1.7.1. Block 17b. Coordination required before making purchase or issuance of control number (CE, Equipment Management, Individual Equipment Element, Environmental, and so forth).
 - 1.7.2. Block 17c. Self-explanatory.
 - 1.7.3. Block 17d. Self-explanatory.
- 1.8. Block 18. If used, approving agency that issued the approval/control number.

THOMAS D. SHEARER, Colonel, USAF
Commander